



REQUEST FOR PROPOSAL

FOR THE

CITY VEHICLE MAINTENANCE AND REPAIRS

0543-2018-04.01S

CITY OF SIDNEY

ISSUE DATE: 9/21/2018

CLOSING DATE AND TIME: OCTOBER 19, 2018 10:00 A.M.

CONTACT:

Dawn Martin
Assistant City Manager
Telephone: (308) 254-5300
Fax: (308) 254-3164

CITY OF SIDNEY – REQUEST FOR PROPOSAL
CITY VEHICLE MAINTENANCE AND REPAIRS

INTRODUCTION

The intent of this Request for Proposal is to solicit written proposals from a qualified person, or entity, hereafter referred to as “Contractor,” to provide the City of Sidney, Nebraska with services related to the City Vehicle Maintenance and Repairs.

To be eligible for consideration, the Contractor must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

1. INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

Dawn Martin
Assistant City Manager
City of Sidney, Nebraska
P.O. Box 79
1115 13th Avenue
Sidney, Nebraska 69162
(308) 254-5300

If a proposing Contractor, prior to submitting a proposal, finds discrepancies in, or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum to each proposing contractor, and shall become part of the request for any contract awarded. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing contractors. To be given consideration, inquiries must be received at least five (5) calendar days prior to the date established for the opening of the proposal. It shall be the responsibility of each proposing contractor to verify that every addendum has been received prior to submitting proposals.

2. SUBMITTAL DATE, LOCATION AND OPENING

The City Clerk of the City of Sidney, 1115 13th Avenue, P.O. BOX 79, Sidney, Nebraska 69162, must receive all proposals at her desk, prior to 10:00 a.m., 10/19/2018. Proposals must be submitted in an opaque sealed envelope plainly marked “Request for Proposal, City Vehicle Maintenance and Repairs.” These proposals will be evaluated utilizing the evaluation criteria herein.

3. LATE AND ELECTRONIC PROPOSALS

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing contractor unopened. In addition, proposals sent by electronic devices, email, or fax are not acceptable and will be rejected upon receipt. Proposing contractors

will be expected to allow adequate time for the delivery of proposals. Sole responsibility rests with the proposing contractor to see that their proposal is received on time.

4. CONDITIONS OF PROPOSAL SUBMITTAL

Proposing contractors shall comply with at least all conditions, requirements, and specifications contained herein, with any insufficiency constituting sufficient cause for rejection of the proposal.

A duly authorized official with the authority to bind the proposing contractor submitting the proposal must sign the official proposal.

If requested by the City of Sidney, each proposing contractor must be prepared to submit written evidence, within five days, which will demonstrate the qualifications of said contractor to perform the Work set forth within.

No proposal will be accepted from any contractor that is in arrears for any obligation to the City of Sidney or that otherwise may be deemed irresponsible or unresponsive by the City of Sidney.

Proposal will remain subject to acceptance for sixty (60) days after the date of bid opening.

The City of Sidney reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing contractor as deemed in the best interest of the City of Sidney.

The City of Sidney will not return proposals or other information supplied to them by any proposing contractor.

5. EVALUATION OF PROPOSALS

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City of Sidney, both in cost and service.
- B. Responsibility of the proposing contractor and its experience in dealing with municipal governments, including the City of Sidney, on proposals of similar scope and nature.
- C. The degree to which the proposal meets or exceeds the terms of this Request for Proposal.

6. SELECTION PROCESS

A. Review of Written Proposals

There will be a review of all proposals received to determine those contractors who are fully qualified, responsible, and suitable to provide the services set forth by this Request for Proposal.

B. Evaluation and Ranking

Using all of the information developed during the proposal review, the City shall rank contractors according to the evaluation criteria given above. The City of Sidney shall then select the contractor deemed most meritorious based on the criteria listed above.

7. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Sidney. The contractor is required to return the BID PROPOSAL in the official sealed proposal. Any proposal submitted without the BID PROPOSAL will not be accepted. All additional information shall be included on separate sheets.

8. SPECIFICATIONS

SCOPE OF SERVICES

The work covered by this specification consists of furnishing all material, labor, and equipment necessary in performing all operations necessary in connection with maintenance and repairs of City vehicles. A listing of current vehicle types used by the City are attached as part of Exhibit A, and the executed agreement will contain language to provide for the addition and/or deletion of vehicles used by the City for the duration of the agreement period.

SPECIAL SERVICE

Priority and special service shall be given to expedite the maintenance and repairs of police vehicles. Police vehicles at the shop for routine maintenance will be given priority over all other vehicles, and the work on these vehicles must be completed as soon as possible, or within 24 hours if the nature of the work requires outside delivery of parts. Contractor will notify Police Chief for any reasons of extended delay past 24 hours.

FEES FOR SERVICE

Interested contractors must submit the Schedule of Fees attached to this RFP as Exhibit C. The City reserves the right to check the contractor's invoices on the parts to verify pricing for the duration of the agreement period.

INVOICING

The City will accept invoices no more frequently than twice per month. An invoice will be generated after each service has been performed. Each service call or maintenance work request shall generate a separate invoice detailing the labor charge, parts, materials, and any other fees. Each invoice shall attach a final service report referencing all service activity per work order and/or monthly report.

TERM

The term of the agreement shall commence upon final execution of the agreement by the City and continue for a period of three-years, with two additional one-year renewal options if agreed to by both parties.

PERFORMANCE REQUIREMENTS

During the term of the agreement, the selected contractor shall be required to:

- Guarantee all work for one (1) year from the time the work is completed.
- Maintain the same level of performance as stated in the proposal throughout the term of the agreement.
- Use only factory recommended or the equivalent aftermarket parts and products.

9. CONTRACT NEGOTIATIONS

The City of Sidney reserves the right to negotiate any and all items in the formal Agreement as it may relate to the Scope of Services, etc. found in the Request for Proposal.

10. RECORDS RETENTION AND AUDIT

The City, the State of Nebraska, and the United States shall have the right at any time during the term of this agreement and for the period limited by the applicable statute of limitations to audit the payment of monies hereunder. Additionally, the CONTRACTOR shall:

- A. Comply with any demands made by the City to provide information with respect to the payment of monies hereunder during the period covered by this section;
- B. Maintain its books and records in accordance with generally accepted accounting principles or such other method of account, which is approved in writing by the City prior to the date of this agreement;
- C. Maintain the revenues and expenditures in connection with this agreement so they are separately identifiable;
- D. Fully document each expenditure or claim for payment. Expenditure or claims for payment which are not fully documented may be disallowed;
- E. Agree to provide to or permit the City to examine or obtain copies of any documents relating to the payment of money to the Contractor or expenditures made by the Contractor for which reimbursement is made to the Contractor by the City;
- F. Maintain all records required by this section for five (5) years after the date this agreement is terminated or ends.

11. INSURANCE REQUIREMENTS

During the term of the agreement, the selected contractor will be required to maintain the following insurance coverage:

- A. Commercial General Liability Insurance - Commercial general liability coverage with limits of liability of not less than \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage. The liability insurance shall include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Contractor. The General Aggregate Liability limit and the

Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000 each.

- B. Workers Compensation and Employer's Liability Insurance – Workers compensation and employer's liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000.00 each accident.
- C. Business Automobile Liability Insurance. Business automobile liability insurance with minimum limits of \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage.
- D. Professional Liability Insurance. Professional liability insurance in an amount of not less than \$1,000,000.00 per Occurrence, single limit.
- E. Other Coverages. Such additional insurance coverages as may be reasonably required by the City.

12. SUBMISSION REQUIREMENTS

The following information must be included as part of the proposal:

- A. Bid Proposal;
- B. Exhibit B – Qualification Questionnaire;
- C. Exhibit C – Schedule of Fees;
- D. Copies of all necessary licenses, permits and certifications relating to vehicle maintenance and repair;
- E. Proof of Insurance;
- F. References - All qualified contractors must submit a list of at least three firms, organizations, or major customers to whom they have provided services within the past five years; and
- G. Any other information you feel is appropriate to assist in the selection process.

BID PROPOSAL

I have thoroughly examined the instructions contained in the REQUEST FOR PROPOSAL for the CITY OF SIDNEY's VEHICLE MAINTENANCE AND REPAIRS and hereby submit the following proposal for the consideration as per the attached specifications:

BIDDING COMPANY: _____

AUTHORIZED BIDDER'S SIGNATURE:

Printed Name	Signature
Title	Phone #

The contractor proposes and agrees, if the proposal is accepted, to furnish the labor, equipment, supplies, and materials necessary to meet or exceed the minimum requirements specified for the contract price and within the time indicated within. This proposal will remain subject to acceptance for sixty (60) days after the date of bid opening. Proposing Contractor shall use and complete all items on the bid proposal form(s).

BID PROPOSAL ENCLOSED: YES NO

SUPPORTING DOCUMENTATION ENCLOSED: YES NO

REFERENCES ENCLOSED: YES NO

BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

Date: _____ Number: _____

Date: _____ Number: _____

Date: _____ Number: _____

EXHIBIT A – CURRENT LIST OF CITY VEHICLES

The City reserves the right to provide for the addition and/or deletion of vehicles used by the City for the duration of the agreement period.

Year Description

1968	CHEVROLET 2T TRUCK
1972	DODGE 1 1/2 TON
1976	FORD ROSCOE FLUSHER
1985	CHEVROLET
1987	CHEVROLET TRUCK
1992	CHEVROLET 4WD PICKUP
1993	CHEVROLET PICKUP
1993	GMC DUALY SERVICE TRUCK
1994	BMW 4 DOOR
1994	DODGE RAM 3/4T PICKUP
1995	DODGE RAM 3500
1996	CHEVROLET K1500
1996	CHEVROLET DUMP TRUCK
1997	DODGE DAKOTA 4X4
1998	CHEVROLET 1/2 TON PICKUP
1998	CHEVROLET K1500
1998	FORD XLT EXT CAB
1999	CHEVROLET EXT CAB
1999	FORD 450 QUAD-AGENT
2001	FORD F450
2002	CHEVROLET C3500 DUMP
2002	CHEVROLET SILVERADO
2003	FORD F350
2004	CHEVROLET K2500 HD
2004	CHEVROLET TRAILBLAZER
2004	FORD EX CAB TRUCK W/AERIAL LIFT
2007	DODGE DURANGO

2008	DODGE RAM
2008	FORD F150 (x3)
2008	FORD F550 (x2)
2008	FORD RANGER PICKUP
2009	FORD F550
2009	FORD UTILITY 4D
2010	FORD E450 (x2)
2011	CHEVROLET SILVERADO (x2)
2011	CHEVROLET TAHOE
2011	FORD F250
2012	CHEVROLET SILVERADO
2012	CHEVROLET TAHOE
2012	DODGE 5500 BUCKET TRUCK
2013	CHEVROLET SILVERADO
2013	CHEVROLET 3500 (x2)
2013	CHEVROLET TAHOE
2013	DODGE CHARGER (x2)
2013	FORD 12 PASS W/LIFT
2014	CHEVROLET TRAVERSE
2015	CHEVROLET SILVERADO (x3)
2016	FORD EXPLORER (x2)
2016	FORD F150
2016	FORD F450
2017	FORD E450
2017	FORD EXPEDITION
2017	FORD F-250
2018	CHEVROLET SILVERADO
2019	CHEVROLET 2500

EXHIBIT B – QUALIFICATION QUESTIONNAIRE

All contractors must complete this questionnaire in order to be included in the evaluation of the proposals. The information supplied will enable the City to determine whether or not the contractor has adequate personnel and facilities to properly perform the work.

1. Facility Name and Physical Address: _____

2. Normal Operating Hours:

Weekdays _____ am to _____ pm

Saturdays _____ am to _____ pm

Sundays & Holidays _____ am to _____ pm

3. Number of employees on your payroll: _____

4. Number of ASE (Automotive Service Excellence) Certified Employees: _____

5. Do any of your employees have any other special certifications or rating? If so, specify:

6. Do you have any special equipment that is available to service City Vehicles? If so, specify:

7. How many working bays does your facility have? _____

8. How far in advance must appointments be scheduled? _____

9. In case of emergency, will you accommodate the City with same day repair services when possible?

Yes / No

10. List the largest vehicles by weight that you can accommodate with your lifts?

11. Specify any special service provided to expedite the maintenance of repairs of police vehicles such as priority service, pickup and delivery, etc. _____

Print Name

Signature

Title

Date

EXHIBIT C – SCHEDULE OF FEES

The contractor agrees that the following schedule of fees shall be the maximum amount which they may charge for Vehicle Maintenance and Repair Services; includes any and all shop supply fees. The bid price must include all disposal and environmental fees.

	HOURS BASED OFF FLAT RATE BOOK	HOURLY RATE FOR LABOR BASED OFF FLAT RATE BOOK
	_____	\$ _____
1. OIL CHANGE		
List all services that will be included with each oil change: _____		

2. REPLACEMENT OF PVC VALVE	_____	\$ _____
3. REPLACEMENT OF FUEL FILTER	_____	\$ _____
4. REPLACEMENT OF BRAKES/BRAKE PARTS	_____	
• Front Slotted Disc Brakes (full – all parts & labor)		\$ _____
• Rear Disc Brakes (full – all parts & labor)		\$ _____
• Rear Drum Brakes (full – all parts & labor)		\$ _____
• Turn Brake Drums (per pair)		\$ _____
• Turn/Cut Rotors (per pair)		\$ _____
• Replace Rotors (per pair, full-all parts & labor)		\$ _____
• Rebuild Wheel Cylinders (each)		\$ _____
• Rebuild Master Cylinder (each)		\$ _____
• Flush Brake Fluid		\$ _____
5. REPLACEMENT OF AIR FILTER	_____	\$ _____
6. RADIATOR FLUSH (INCLUDING FLUID)	_____	\$ _____
7. AIR CONDITIONING SERVICE (Including one pound of Freon) _____		\$ _____
8. SERPENTINE BELT REPLACEMENT	_____	\$ _____
9. TRANSMISSION (Drain/Replace Fluid/Clean Filter)	_____	\$ _____
10. INTAKE MANIFOLD GASKET REPLACEMENT	_____	\$ _____
11. TUNE UP Including Plugs (Specify price when bidding for each)		
• Four Cylinder	_____	\$ _____
• Six Cylinder	_____	\$ _____
• Eight Cylinder	_____	\$ _____

	HOURS BASED OFF FLAT RATE BOOK	HOURLY RATE FOR LABOR BASED OFF FLAT RATE BOOK
12. JUMP START VEHICLE		\$ _____
13. EMERGENCY TOWING TO SHOP		\$ _____
14. BATTERY		
• Replacement (must meet Mfg. AMP Specs for vehicle)		\$ _____
• On board diagnostic inspection		\$ _____
15. ALTERNATOR REPLACED	_____	\$ _____
16. ALIGNMENTS		
• Front Pair (2 Wheel)	_____	\$ _____
• Rear Pair (2 Wheel)	_____	\$ _____
• Front & Rear (4 Wheel)	_____	\$ _____
17. SHOCKS		
• Front	_____	\$ _____
• Rear	_____	\$ _____
18. COMPUTER DIAGNOSTIC ASSESSMENT		\$ _____
19. LABOR RATE/HOUR FOR NON-LISTED REPAIRS		\$ _____
20. EMERGENCY TOWING CHARGE PER MILE		\$ _____
21. PERCENTAGE OF THE LIST PRICE MARKUP FOR PARTS		% _____

In submitting this proposal, it is understood that the unrestricted right is reserved by the City of Sidney in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said bids. The undersigned hereby certifies that this bid is genuine, and not a collusive, or made in the interest or in behalf of any person, firm or corporation not herein named.

Print Name

Signature

Title

Date



ADDENDUM #1

for the **REQUEST FOR PROPOSAL** on the **CITY VEHICLE MAINTENANCE AND REPAIRS**

0543-2018-04.01S

ISSUED: 9/21/2018 AND CLOSING: OCTOBER 19, 2018 10:00 A.M.

Question: What is the type of fuel ran in each of the vehicles?

Answer: Please refer to the chart below.

YEAR	MAKE & MODEL	GAS or DIESEL
1968	CHEVROLET 2T TRUCK	Gas
1972	DODGE 1 1/2 TON	Gas
1976	FORD ROSCOE FLUSHER	Gas
1985	CHEVROLET	DELETE FROM LIST
1987	CHEVROLET TRUCK	Gas
1992	CHEVROLET 4WD PICKUP	Gas
1993	CHEVROLET PICKUP	Gas
1993	GMC DUALY SERVICE TRUCK	Gas
1994	BMW 4 DOOR	Gas
1994	DODGE RAM 3/4T PICKUP	Gas
1995	DODGE RAM 3500	DELETE FROM LIST
1996	CHEVROLET K1500	Gas
1996	CHEVROLET DUMP TRUCK	Gas
1997	DODGE DAKOTA 4X4	Gas
1998	CHEVROLET 1/2 TON PICKUP	Gas
1998	CHEVROLET K1500	Gas
1998	FORD XLT EXT CAB	Gas
1999	CHEVROLET EXT CAB	Gas
1999	FORD 450 QUAD-AGENT	Gas
2001	FORD F450	Diesel
2002	CHEVROLET C3500 DUMP	Gas
2002	CHEVROLET SILVERADO	Gas
2003	FORD F350	Gas



2004	CHEVROLET K2500 HD	Gas
2004	CHEVROLET TRAILBLAZER	Gas
2004	FORD EX CAB TRUCK W/AERIAL LIFT	Diesel
2007	DODGE DURANGO	Gas
2008	DODGE RAM	Gas
2008	FORD F150 (x3)	Gas
2008	FORD F550 (x2)	Diesel
2008	FORD RANGER PICKUP	Gas
2009	FORD F550	Diesel
2009	FORD UTILITY 4D	Gas
2010	FORD E450 (x2)	Gas
2011	CHEVROLET SILVERADO (x2)	Gas
2011	CHEVROLET TAHOE	Gas
2011	FORD F250	Gas
2012	CHEVROLET SILVERADO	Gas
2012	CHEVROLET TAHOE	Gas
2012	DODGE 5500 BUCKET TRUCK	Diesel
2013	CHEVROLET SILVERADO	Gas
2013	CHEVROLET 3500 (x2)	Gas
2013	CHEVROLET TAHOE	Gas
2013	DODGE CHARGER (x2)	Gas
2013	FORD 12 PASS W/LIFT	Gas
2014	CHEVROLET TRAVERSE	Gas
2015	CHEVROLET SILVERADO (x3)	1 – Diesel, 2 – Gas
2016	FORD EXPLORER (x2)	Gas
2016	FORD F150	Gas
2016	FORD F450	Diesel
2017	FORD E450	Gas
2017	FORD EXPEDITION	Gas
2017	FORD F-250	Gas
2018	CHEVROLET SILVERADO	Gas
2019	CHEVROLET 2500	Gas

END OF ADDENDUM